

DIPOLOG CITY WATER DISTRICT

SYSTEM OF RANKING OF DELIVERY UNITS FOR THE PURPOSE OF GRANTING PERFORMANCE-BASED BONUS (PBB) FOR FY 2021

This guidelines shall be called the System of Ranking of Delivery Units for the Purpose of Granting the Performance Based-Bonus (PBB) to the Officials and Employees of the Dipolog City Water District (DCWD) for FY 2021

I. COVERAGE

The Performance Based Bonus shall cover all officers and employees of Dipolog City Water Districts holding regular plantilla positions.

II. IDENTIFICATION OF DELIVERY UNITS

There shall be sixteen (16) Delivery Units identified as follows

- ✓ 1. OFFICE OF THE GENERAL MANAGER
- ✓ 2. CASHIERING
- ✓ 3. ACCOUNTING
- ✓ 4. BUDGETTING
- ✓ 5. WAREHOUSING
- ✓ 6. PROCUREMENT
- ✓ 7. HUMAN RESOURCE
- ✓ 8. OFFICE BUILDING MAINTENANCE
- ✓ 9. FIELD INVESTIGATION
- ✓ 10. CUSTOMER SERVICES
- ✓ 11. COLLECTION & TELLERING
- ✓ 12. BILLING & METERING
- ✓ 13. METER CALIBRATION
- ✓ 14. PIPELINES MAINTENANCE
- ✓ 15. PROJECT, PLANNING , DESIGN & CONSTRUCTION
- ✓ 16. WATER RESOURCES

Except for the General Manager, the following are the specific personnel identified under each of the above-cited Delivery Units, viz:

1. OFFICE OF THE GENERAL MANAGER

- ✓ Cherry Lyn Dela Peña - Sr. Internal Control Officer B
- ✓ Felipe F. Fullon, Jr. - Internal Control Asst. A
- ✓ Lheolyne B. Mandigal - Administration Serv. Asst. C
- ✓ Charmaine M. Opendo - Clerk Processor B
- ✓ Jerome V. Montano - Plant/Substation Helper C (Designated GM's Driver)
- ✓ Ian D. Wate- Plant Equipment Optr E. (Designated IT)

ADMINISTRATIVE & FINANCE SERVICES DEPARTMENT

✓ Gracella B. Paluca - Department Manager ✓

FINANCE SERVICES DIVISION

✓ Janet R. Nadala - Division Manager

2. CASHIERING UNIT

✓ Brigida V. Limbaring - Sr. Cashier
✓ Nabella G. Manrquez - Cashier B ✓

3. ACCOUNTING UNIT

✓ Colleen Phyllis G. Barabad - Sr. Accounting Processor B
✓ Jhon Mark D. Egay - Accounting Processor A
✓ Amabell D. Junio - Accounting Processor A
✓ Keen Mark Y. Simbajon - Clerk Processor B

4. BUDGETTING UNIT

✓ Gail Claire Antoinette R. Enero - Corporate Budget Examiner

ADMINISTRATIVE & GENERAL SERVICES DIVISION

✓ Ma. Genelyn O Empeynado - Division Manager

5. WAREHOUSING UNIT

✓ Delfin C. Limbaring - Storekeeper A
✓ Ariel E. Fetalver - Toolkeeper

6. PROCUREMENT UNIT

✓ Richard B. Dagpin - Procurement Assistant B

7. HUMAN RESOURCE UNIT

✓ Johania A. Casidar - Clerk-Processor B

8. OFFICE BUILDING MAINTENANCE UNIT

✓ Samuel V. Cabrera - Utility Worker B

COMMERCIAL SERVICES DEPARTMENT

Nursiva S. Tome - Department Manager (OIC)

CUSTOMER SERVICES DIVISION

✓ Jade N. Gonzales - Division Manager

9. FIELD INVESTIGATION UNIT

✓ Elcid L. Olmoguez - Sr. Customer Service Officer
✓ Eliazar S. Mendosa - Water Maintenance Man C
✓ Joselito V. Duterte - Plumber

10. CUSTOMER SERVICES UNIT

✓ Bea Feliz Y. Pinsoy - Customer Serv. Asst. B
✓ Donnabel D. Patangan - Customer Serv. Asst. B
✓ Rosan Hope B. Ualat - Customer Serv. Asst. C

ACCOUNTS MANAGEMENT DIVISION

✓ Nursiva S. Tome - Division Manager

11. COLLECTION & TELLERING UNIT

✓ Annie Gail Mentolaroc - Customer Serv. Asst. D
✓ Sarah B. Tangcalagan - Customer Serv. Asst. D
✓ Mark Marben S. Duhaylungsod - Customer Serv. Asst. E
✓ Jergens A. Manabit - Customer Serv. Asst. E

12. BILLING & METERING UNIT

✓ Leodenson M. Martin - Customer Serv. Asst. A
✓ Elmer I. Jatico - Customer Serv. Asst. A
✓ Mark Angelo O. Madera - Customer Serv. Asst. D
✓ Macpromil C. Cañezo - Customer Serv. Asst. D

13. METER CALIBRATION UNIT

✓ Cyril JC P. Bongcasan - Instrument Technician B

ENGINEERING & OPERATIONS DEPARTMENT

14. MAINTENANCE UNIT

Engr. Felix Z. Cavan III - Water/Sewerage Maintenance General Foreman (Officer-In-Charge)
 Joephel Rey B. Sendil -Sr. Water/Sewerage Maintenance Man B
 Ronald Q. Galeza-Water/Sewerage Maintenance Man A
 Roy M. Acopiado - Water/Sewerage Maintenance Man C
 Elmar A. Galinato - Water/Sewerage Maintenance Man C
 Modesto C. Tabada , Jr. - Water/Sewerage Maintenance Man C
 Ellaquim E. Rosales - Plumber C
 Joselito A. Gadrinab - Plumber C

15. PLANNING, DESIGN & CONSTRUCTION UNIT

Engr. Kris Jeffrey J. Daymiel - Supervising Engineer B (Officer-In-Charge)
 Themestocles S. Maglangit, Jr. - Heavy Equipment Operator
 Filipisneri A. Piala - Senior Auto-Mechanic
 Tito P. Badiang - Welder B
 Moises A. Galaura - Light Equipment Operator
 Josie P. Maghinay - Plant/Substation Helper C
 Roel B. Mutia - Plant/Substation Helper C
 Ricky T. Maghinay - Plant/Substation Helper C
 Reyen S. Agan- Plant/Substation Helper C
 Rudy B. Fernandez - Water/Sewerage Maintenance Man A

16. WATER RESOURCES UNIT

Engr. Cipriano C. Padogdog - Supervising Engineer A (Officer in Charge)
 Marlou B. Magallanes - Water Resources Facilities Operator Foreman
 Charmaine T. Piala - Chemist B
 Perfecto R. Zamoras - Senior Water Resources Facilities Operator B
 Romer A. Navarro - Water Resources Facilities Operator B
 Melchor P. Dominguez - Water Resources Facilities Operator B
 Victor M. Acopiado - Water Resources Facilities Operator B
 Marcelo S. Harayo - Water Resources Facilities Tender B
 Alver L. Hibaya - Water Resources Facilities Tender B
 Crispin B. Anotado - Water Resources Facilities Tender B
 Reynaldo M. Cuenca - Water Resources Facilities Tender B

III Eligibility to the PBB

The office shall be eligible for the Performance Based Bonus (PBB) if the conditions set under Section 3.0. Eligibility Criteria, of MC No. 2021-01 dated June 01, 2021 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems are fully complied with

IV Eligibility of Delivery Units & Individuals

All regular employees are entitled to receive the Performance Based Bonus based on conditions set under section 6.0. Eligibility of Delivery Units & Individuals, of MC No. 2021-01 dated June 03, 2021 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems

VI Rates of the Performance Based Bonus (PBB)

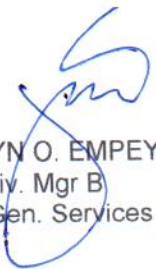
The rates of the PBB shall be based under Section 7.0, Rates of PBB, of MC No. 2021-01 dated June 03, 2021 issued by the IATF on the Harmonization of the National Government Performance Monitoring, Information & Reporting Systems.

VII SUBMISSION OF REPORTS

The office should upload a copy of this guidelines at the agency's website before the required deadline.

VIII Grievance

The Performance Management Team (PMT) shall act as the final arbiter for issues regarding performance rating of individual employees



MA. GENELYN O. EMPEYNADO
Div. Mgr B
Admin & Gen. Services Div.



GRACELLA B. PALUCA
Dept. Manager
Admin & Finance Serv. Dept



RUEL D. TABADA
General Manager